



FROM THE DESK OF

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February 13, 2006

To: All Fire Alarm & Fire Suppression Contractors

Attached for your information is the Building Department "Construction Industry Communication #CIC-06." This communication is to inform FA & FS permit submitters that we will accept both the Fire Prevention Bureau and Building Services Division applications, etc. at Carolyn Avenue. This will eliminate the need for submissions at two separate locations. Please make note of our implementation date.

The Construction Industry Communication (CIC) memos can also be viewed on the City of Columbus/Development Department web page. (www.cityofcolumbus.org)

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Construction Industry Communication #CIC-06
Inter-Divisional Memorandum

(From the Building Services Division (BSD) and the Fire Prevention Bureau (FPB))
(To the Construction Industry)

Subject: **Fire Alarm (FA) and Fire Suppression (FS) Plan Submission Procedure Change – effective March 1, 2006**
Date: February 13, 2006
From: Charles Boshane, Interim Chief Building Official (BSD)
Karry Ellis – Assistant Fire Chief (FPB)

Background discussion:

Currently the Construction Industry is required to submit both fire alarm and fire suppression plans for plan review and application/permitting at both division locations FPB (3639 Parsons Ave. – 1 plan set, application & fee) and BSD (757 Carolyn Ave. – 4 plan sets, application & fee).

With our current procedure our FPB is experiencing problems with not receiving their plan set, application and fee submissions, thus not allowing them to comply with Columbus Fire Code requirements of CFC 2502.8.

(Please note: FPB is required to review FA & FS plans per CFC 2502.8 and BSD's Certified Building Department, per OBC 106.1.2 item 5, must provide for the review of such plans when requested by City's Fire Prevention Bureau.

Procedure Change for FA & FS Plan Applicants:

In order to make sure both divisions code requirements, listed above are met, to save the applicant time and to progress toward the City's goal of "One Stop Shop," FPB & BSD have agreed to allow all five (5) sets of plans, both applications and both fee submissions (2) to be taken in at BSD counter at 757 Carolyn Ave.

The applicant shall provide one (1) application, one (1) plan set & the appropriate fee submission for FPB requirements in a separate envelope. At the same time, the applicant shall provide one (1) application, four (4) plan sets & the appropriate fee submission for BSD requirements. BSD will process its own application & fee and "house" FPB's application, drawing set and fee submission for the FPB. The FPB will pick up all its applications, fees and plans three (3) times a week. Upon completion of their review, the FPB will issue comments to BSD.

BSD will not process or review the FPB's application and/or fee – this will be done by the FPB when they pick up their current submissions. At this time they will review the submission and contact the applicant for deficiencies in the applicant's FPB submission.

BSD will maintain at 757 Carolyn Ave., the FPB's fee schedule and applications for the public's use. If the applicant has improper submissions for either the FPB and/or BSD at time of application at 757 Carolyn Ave., BSD counter staff will not process the BSD application or assign a 15 digit application number (example 06170 00000 000XX) until all correct submissions are received.

Implementation date:

For the Construction Industry, this FA & FS plan submission procedure change will begin/become effective on March 1, 2006.